

PUNCTUATION, ETC.

The punctuation in shorthand is the same as in longhand, except in a few cases; the dash is represented by a wave line drawn horizontal; the parenthesis is made with two dots on a horizontal line. Emphasis is marked by the underscore. Capitals are indicated by drawing a short straight stroke across the first stroke. The hyphen is represented by the mark of equality. A perpendicular wave line indicates that the preceding sentence is taken humorously. Initials had better be written in longhand where very important, especially W, Y and H. Sometimes foreign words are used like ICH in German and LOCH in Scotch; the CH sound is represented by a small half circle drawn across the stroke K. When you are uncertain about a word, whether you understand it correctly or not, draw a circle around it and when you fail to hear a word altogether make a cross mark for every word left out. Foreign vowels may be expressed by dots and dashes placed by the sides of the strokes. Make your own system for foreign vowels.

Applause, Dissent, etc.

When there is applause, write the word APPLAUSE in shorthand and if continued applause write several times in proportion to the amount of applause; the same with hisses, laughter and other approbation or dissent of the audience.